

**20 February 1996****Information Management****MANAGEMENT OF RECORDS****COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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2.2. The location column will also be used to identify annual cutoff or event records, cutoff records for which a waiver has been approved to retain in the local files area, and the type year each record is filed by. Codes are as follows:

Code	Meaning
(AY)	Cutoff records filed by Academic Year
(CY)	Cutoff records filed by Calendar Year
(FY)	Cutoff records filed by Fiscal Year
(E)	Event cutoff records
(W)	Cutoff record with approved waiver to retain in local files area

2.2.1. Records Management Division (10 MSS/IMD) will key all file plans data into RIMS and print out the final file plan.

2.2.1.2. Legibly write changes on your paper copy and furnish your FARM and 10 MSS/IMD a copy. Highlight the changes to make them more noticeable. 10 MSS/IMD will key the changes into RIMS and furnish you a new paper copy. **Caution:** When items are deleted from your file plan, leave the item number blank. Do not renumber the other series to fill the void left by the deleted item because this will necessitate refile coding all your other records to reflect the new item number.

2.2.2. 10 MSS/IMD will produce all disposition control labels using RIMS. Information on the RIMS produced labels sometimes spills over to a second label. Be sure to affix both labels to your disposition guide cards. Circle the appropriate cutoff on each label. For event cutoff records circle N/A. For records filed by Academic Year write in AY and circle it.

2.2.4. 10 MSS/IMD will produce all folder labels using RIMS. 10 MSS/IMD will also provide RIMS produced folder labels for subdivisions as needed and as subdivisions are entered into RIMS.

3.7.6. Some modular or systems-type filing equipment have no label holders on the drawers. In that case, identify the records maintained in each drawer on a label affixed to a guide card. File the guide card in front of the first folder in the drawer.

4.1.2. Fasten related papers with staples, binder clips, or rubber bands. **DO NOT** use paper clips in file folders because they often fall off or catch on other documents when filing or retrieving the documents.

4.1.2.1. (Added) File papers loosely in folders. **DO NOT** use prong fasteners to attach papers to the folders unless the file is frequently used away from the work area or it is necessary to keep records in sequential order. Folder thickness should be limited to 3/4 of an inch (the expandable area at the bottom of the folder).

4.4. 10 MSS/IMD will furnish each office of record concerned a RIMS-produced disposition list just prior to the end of each Academic, Fiscal, or Calendar Year. This list, along with detailed instructions, will indicate what series of records to cut off and move to your inactive file, what records in your inactive file to destroy, and what records in your inactive file to forward to the Records Staging Area. Accompanying this list will be a list of all your event cutoff records. It is very important that you review these records to determine if there are any eligible for cutoff, destruction, or forwarding to the Records Staging Area. **(EXCEPTION)** The custodian or another knowledgeable person will review perpetual files annually and will remove material that is superseded, obsolete, or no longer needed. Record the date of review on each folder or with a memo for record. When a memo is used, list the item numbers of each folder reviewed and file the memo in folder number 1 of your file.

6. All new microfilm system proposals must be approved by 10 MSS/IMD before any microfilming will be accomplished. Contact Document Imaging Service Center (10 MSS/IMD) for specific guidance on preparing system feasibility studies.

7.1.2. Electronic mail messages that reflect official policies, decisions, programs, procedures or other essential transactions are official electronic records subject to management, preservation, and disposal requirements in Federal and Air Force records management directives.

7.3.2. Proposals must be formatted as prescribed in attachment 2, of basic instruction, and forwarded to 10 MSS/IMDF with AF Form 3215, **C4 Systems Requirement Document**, or Statement of Operational Need (SON). When all electronic record keeping issues are satisfied, 10 MSS/IMDF will obtain a system number from SAF/AAIA.

7.3.2.2. Approved electronic records systems will be reviewed during regularly scheduled records management staff assessment visits or as deemed appropriate by the Academy records manager.

7.3.7. Upon notification, 10 MSS/IMDF will take actions necessary to assure all records management issues are addressed with the OPR.

7.3.8. (Added) **Electronic Mail Originators.** Originators of any E-Mail messages which fit the description of an official record described in paragraph 7.1.2 are responsible for initiating records management actions which include printing the document to paper and providing it to their records technician for appropriate filing. Assure that the printed copy contains all related transmission and receipt data such as the name of sender, addressees, and date, in order for the context to be understood and to make it a complete document.

7.5. Contact 10 MSS/IMDF for guidance as early as possible in the planning stage.

7.7. Any new electronic record keeping system must incorporate the following National Archives and Records Administration features before it can be used to store official government records:

7.7.1. (Added) It must permit grouping of related records into series according to their particular records disposition schedule.

7.7.2. (Added) It must permit easy and timely retrieval of both individual records and files.

7.7.3. (Added) It must be able to retain the records in usable format for their required retention period.

7.7.4. (Added) It must allow accessibility by individuals who have a business need for information in the system.

7.7.5. (Added) It must preserve the transmission and receipt data for each document in the system.

7.7.6. (Added) It must permit transfer of permanent records to the National Archives and Records Administration.

7.10. If storing the official record copy on floppy disk or magnetic tape, label and use a separate disk or tape cartridge for each grouping code used. For ease of later disposition, use a separate disk or tape for each year's records. Grouping codes must be entered on each record in the following sequence in a separate field: (Grouping Code-YYMMDD)i.e. T-930223.

7.12. Electronic Mail messages that reflect official policies, decisions, programs, procedures, operations, or other essential transactions must be printed on paper and the paper copy filed in your paper files under an appropriate table and rule identified on your official file plan.

7.12.3.1. Label floppy disks, diskettes, and tapes the same as file folders. Affix the label to the plastic jacket of the floppy disks or diskette, not the paper or plastic envelope. 10 MSS/IMD will print the labels allowing sufficient space for you to write or type in contents of individual disks. Forward your request for labels to 10 MSS/IMD, indicating the item number from your RIMS file plan and quantity required.

7.27.1. (Added) Destroy E-Mail messages identified as official records only after printing and filing a paper copy.

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